



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## Waupun Correctional Institution

DATE: July 20, 2020

TO: All Family and Friends of WCI population

FROM: Joe Falke, Security Director

SUBJECT: **Video Visitation**

Effective July 27, 2020, Waupun Correctional Institution (WCI) will begin conducting Zoom based video visitations.

Initially, video visitations will be 20 minutes in length with 1 video visitation call every month for each offender. We hope to be able to offer more frequent and/or longer visits once the initial pilot is done and we have gained a better understanding of the demand for the video visits.

Visitors wishing to take advantage of this new visiting option will need to email the following information to the WCI dedicated video visiting account,

[DOCDAIWCIZoomVisits@wisconsin.gov](mailto:DOCDAIWCIZoomVisits@wisconsin.gov):

- Name and DOC number of the person they wish to visit,
- Preferred date and time of the visit, during WCI's tele-visiting hours, 8:00am to 4:00pm Monday through Thursday.
- (recommended) Any alternative date and/or time that would work for them; and
- Names and dates of birth of all visitors who will be present on the call.
  - All visitors must be on your approved visiting list
  - Limit 6 adults and 4 minors per video visit
  - Provide a contact phone number the visitor can be reached at in case connectivity issues arise.

Requests for visits for an upcoming week (Monday – Thursday) must be submitted to the dedicated account no later than 10:00am. Central Time on the previous Thursday.

It is recommended that visitors download the ZOOM app prior to the video visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone or tablet.

### **Prohibited conduct**

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. Inmates are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to disciplinary action or suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. Visitors are not permitted to record the visit.
6. Visitor attire shall coincide with visiting room approved attire. Visitor attire cannot have any of the following:
  - Exposed undergarments.
  - Clothing with revealing holes, tears, or slits.
  - Clothing or accessories with obscene or profane writing, images or pictures.
  - Gang-related clothing, headwear, shoes, logos, or insignias
  - Transparent/translucent (see-through) clothing.
7. Video visiting will be terminated immediately if there is any suspicion of Illegal activities, any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
  - Sexual acts or nudity
  - Drug and alcohol use during the visit
  - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
  - Inappropriate language
  - Inappropriate location of visitor (bar, night club, etc.)
  - Operating a vehicle during the scheduled visit

CC. WCI Staff

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